

November 19, 2004

MUNI # 55006
SHARLEEN CROES, CLERK
TOWN OF CYLON
1840 240TH ST
EMERALD, WI 54013

Dear Municipal Official:

We have reviewed your ordinance for the municipal adoption of the Uniform Dwelling Code (UDC) and found it generally acceptable. You may begin enforcing the UDC per its administration and enforcement requirements of Ch. Comm 20, for at least all new one- and two-family dwellings as well as new alterations and additions to dwellings originally built since June 1, 1980. Note that all inspections must be performed by properly certified inspectors.

However, section 1.3 of your ordinance regarding SCOPE is rather unclear. The minimum scope of the UDC includes all new dwellings, as well as additions and alterations to all one- and two-family dwellings originally built since June 1, 1980. In order to keep the second paragraph in that section, it must be clarified that it only applies to additions and alterations to dwellings originally built prior to June 1, 1980. It is entirely your choice whether you choose to regulate these pre-1980 dwellings.

Section 1.6 of your ordinance regarding BUILDING PERMIT REQUIRED states that the permit shall be obtained from the town chairperson. This is acceptable, however, the certified UDC inspector must review and approve the dwelling plans and the permit application prior to the actual permit being issued.

Enclosed is an order form for purchasing forms and UDC seals, one of which must be assigned to each new dwelling. (Please note your municipality number above when completing the order form.) The yellow copy of the building permit application, on which the seal number is indicated, must be forwarded to us within 30 days of issuance.

Feel free to contact me if you have any questions.

Sincerely,

Duane Hubeler
UDC Consultant
Tel. (608)266-1390

ENCL.